



2023-2024 Annual Progress Report Instructions

DUE DATE: June 15, 2024

**If submitted after the due date, a late fee will be assessed in the amount of \$150.*

This year's Annual Progress Report (APR) has 6 components:

1. Cover Form with Narrative Overview of the Year
2. Update Progress of School Strategic Plan (SSP)
3. Communication of SSP Progress to Stakeholders
4. Response to Essential Standard #3
5. Preschool/Pre-K Information (*If applicable*)
6. Check-list and E-signature

Due Date: Please submit all components of the APR by June 15, 2024

→ Upload on your school's portal on mnsaa.org (highly encouraged)

OR

→ Email PDF documents directly to me at vicki.marvin@mnsaa.org

2023-2024 Cover Form for Annual Progress Report

Instructions: Complete the following as an introduction to your school's Annual Progress Report.

School Name: **St. Peter's School**

City: Canby

Head of School/Principal Name: Lori Rangaard

Number of years as Principal/Head of this School: 11

Was the Principal/Head of School involved in the development of the current SSP?

YES

NO

If not, explain why:

Was the Principal/Head of School the primary author of this report?

YES

NO

If not, explain who:

Enrollment at the end of the academic year 2023-24:

Preschool Enrollment: 10 (regardless of accredited status with MNSAA)

Accredited with MNSAA

Not Accredited with MNSAA

Total Enrollment Grades K-12: 42

Year in the MNSAA Accreditation Cycle: 1 2 3 4 5 6 Extension

2023-2024 Narrative Overview

Instructions: Insert your 2023-24 narrative overview below that summarizes the past school year. Your narrative should include:

1. A description of any experiences that impacted progress on your School Strategic Plan (SSP)
2. Explanation of any major revisions to the SSP
3. Description of any major accomplishments not included in your SSP

Insert narrative overview here: After this year and discussions with the principal, Education Committee, and staff, we made a couple of decisions regarding items on our School Strategic Plan. One area we were able to get a clearer direction on was: (OBJECTIVE 4) Maintain and retain high quality teaching staff. (Strategy 3) Develop a structured learning community within our small group of teachers. After a good conversation on how the school year laid out this year, the teachers all felt that a formal learning community is not needed. They feel having more frequent group meetings as a staff would be more beneficial. They all said they are comfortable going to one another during the course of the year to ask for advice or to get feedback on something they need help with. I especially asked one of our new teachers on staff, and he agreed that he was able to ask anyone for help and they were there for him. Since we are a small staff of only five core teachers, it was decided that the principal will create a meeting schedule prior to the start of the year so all the teaches know what days we are meeting.

Working with the Education Committee and the Marketing and Development Coordinator, we were able to come up with the idea that the M&D Coordinator will head up projects and ask for assistance as needed rather than creating a Marketing Committee. This goes along with SSP (OBJECTIVE 3) Develop a more structured procedure to ensure financial strength to support growth of the school. (STRATEGY 2) Re-establish the Marketing and Development Committee to help increase enrollment and retain current students (especially preschool students). The Education Committee had the discussion point of Marketing on at least three of our agenda items to discuss at different times throughout the year. The principal was able to bring those ideas to the M&D Coordinator to discuss further and implement ideas. M&D Coordinator will ask for assistance in larger projects, and we will reach out to the appropriate people at those times. The Education Committee was instrumental in assisting with ideas and talking to new families this year. We will continue with this process as long as we have a Marketing and Development Coordinator.

The teachers had good discussion following our NWEA review of tests to come up with new classroom strategies and ideas on how to help students grow on their NWEA tests. (OBJECTIVE 1) Provide for student academic, social, and emotional needs. (STRATEGY 3) Assess the new NWEA data to use new standardized testing to find achievement gaps and strengths of students. They also discussed our Language Arts program focusing especially on the phonemic awareness portion. The current Title 1 teacher sees this as one of the biggest struggles for the students she sees here. The teachers would like to focus their professional development next year on the Science of Reading and the Functional Phonics & Morphology curriculum. (OBJECTIVE 4) Maintain and retain high quality teaching staff. (Strategy 2) Promote an annual focus area for professional development to ensure best practices in all subject areas. The principal has registered to purchase the licenses for the program. The training on the program itself is being scheduled for early August, depending on the trainers schedule. The teachers will implement this next year and hope to see an improvement in students' reading success and word attack skills.

One major accomplishment this year that was not part of our SSP was getting our 2-Star Rating with Parent Aware. Mrs. Bach, Mrs. Dahl, and I worked with the Parent Aware coach to apply for, implement new ideas, and get approved for a 2-Star Rating. This opened up some grants we used to purchase a new piece of playground equipment for the preschoolers. It will also open up grants for families to use for tuitions scholarships next year through Parent Aware. After a year, we will continue the process to get a full 4-Star Rating, but the timeline did not allow for us to do that this year. We continue to try to grow our preschool program and will have 10 students enrolled next fall.

Submitted by: Lori Rangaard

Title: Principal

2023-24 School Strategic Plan (SSP) Update

Instructions: Using **purple font** update your SSP

1. Provide current progress narratives in far right column
 2. Adjust timeline if applicable
 3. Update action steps if applicable
 4. If you did not accomplish something, provide an explanation
→ Do not report on action steps in the future.
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2023-24 Communication of the SSP

This component of the APR is in reference to **MNSAA STANDARD 4.07:**

ANNUAL REPORT TO STAKEHOLDERS: The school annually provides a state-of-the-school report to stakeholders that at a minimum communicates progress on strategic initiatives and plans for future improvement. A quality state-of-the-school report will include assessment results, use of financial resources and enrollment trends.

Instructions:

1. Provide a written description below of how your school specifically communicated the School Strategic Plan (SSP) and its defined improvement initiatives and progress with stakeholders.
2. Provide a pdf copy of your Stakeholder/State of the School Report.
 Save as a pdf and upload your Report to Stakeholders/State of the School Report to your portal or email to vicki.marvin@mnsaa.org

Provide written description here: The Annual State of the School Report was mailed to all current families, put it the back of church for parishioners or anyone to take, and also published on our website. A condensed version of the report was made into an Alumni Report to be mailed out to all of the alumni of St. Peter's for which we have contact. This will be done the third week of June. The Annual State of the School Report includes updates of the School Strategic Plan (SSP) and all of the other updates and events from the year. The SSP is also discussed at Education Committee, Finance Council, and staff meetings. Any major updates are also published in the school newsletter or posted on Facebook.

2023-24 Staff Evaluations

Annually, MNSAA seeks to focus our Annual Progress Report (APR) on an essential standard. This academic year, schools are asked to keep an emphasis on your **staff evaluation** practices and procedures. Specifically, in 2023-2024 you are being asked to report on:

Standard 5.09

The school has an evaluation process for all school employees that includes regular and ongoing supervision, annual documented reviews, and when needed, suggested courses of action to improve performance.

Instructions:

1. Provide a written description of the evaluation process for all staff that includes regular and ongoing supervision and annual documented reports.
2. Indicate that all staff have written evaluation reports on file for the 2023-24 academic year.
3. Provide a written reflection of what was observed through this year's evaluation process and how that will inform future staff development

Insert written description here: Throughout the school year, I am able to stop into classrooms and walk around or walk by the classrooms and see what is going on. I make a point to stop by classrooms in the morning before school starts to check in to see if the teachers need anything. If they are not in their room, I usually see them in the hallway and try to check in with them.

This spring, formal observations were done for all classroom teachers. The process began by sending all the teachers a self-evaluation based on areas of professionalism, classroom discipline, planning, and other expectations. The teachers filled out and submitted their self-evaluation form to me. I then went into the classroom and observed a lesson they were teaching. I didn't have them prepare a plan for me as I wanted to see a natural lesson they do. As I was in the classrooms, I filled out my evaluation forms and noted suggestions to improve the lesson and also noted things they were doing well. I printed off their self-evaluation, my lesson evaluation, and my overall evaluation and gave them all a copy. We met to discuss their evaluations and talked about things that were working well and one or two areas to think about implementing something new. They kept a copy of their observations, and a copy was filed in their folders.

Support staff were also given a self-evaluation to complete and submit to me. I also filled out an evaluation form. Copies were given to them, and we had a discussion about the year and what went well and goals for next year. These were filed in their folders.

All teachers have written evaluation reports on file for the 2023-2024 academic year:

Yes (yes or no)

If not, please explain:

All non-teaching staff have written evaluation reports on file for the 2023-2024 academic year: No (yes or no)

If not, please explain:

Provide a written reflection of what was observed through this year's evaluation process and how that will inform future staff development: During evaluations, I made suggested goals for two of the teachers who share a classroom for Religion for two different grade levels. This was done as one of

the teachers is not Catholic, so the other teacher creates the lessons plans and oversees the teaching of the non-Catholic teacher while teaching the 2nd grade religion class. It was not the best learning environment for the students, so we decided that they will be split into two rooms next year. The non-Catholic teacher will still get the lessons from the other teacher and feels comfortable teaching the content for kindergarten and 1st grade. We are all confident that this will be a better fit for this situation. In another classrooms, having clear behavior and work expectations became a goal to work on for that teacher. Finding new strategies to implement and try will help in classroom behavior concerns. All of the final meetings with the teachers were met with open minds and willingness to try new things and continue to keep doing things that are working. Reflecting on our NWEA scores as a staff following all our evaluations also helped guide us to seek out new ways to improve reading and language arts in general. We will be exploring some Science of Learning strategies and programs to use next year.

2023-2024 Preschool Addendum (continue to check-list if not applicable)

→ For MNSAA Accredited Preschools only

Instructions: The following are required of MNSAA accredited preschools annually.

1. Submit a copy of your DHS License
2. Submit a copy of your DHS report from your most recent visit
3. Submit a copy of your response to the most recent report

Our school needs our accreditation certificate prior to July 30 for Parent Aware purposes: No (yes or no)

Check-list and Signature (for all schools):

- Save this **entire document** as a PDF
 - Use this file name: 2024 APR_School Name, City
 - Upload to your school's portal or attach to an email

- Save your **updated SSP** as a PDF
 - Use this file name: 2024 SSP Update_School Name, City
 - Upload to your school's portal or attach to an email

- Save your **Stakeholder/State of the School Report** as a PDF
 - Use this file name: 2024 Stakeholder (or State of the School) Report_School Name, City
 - Upload to your school's portal or attach to an email

- Save your **DHS license** as a PDF
 - Use this file name: 2024 DHS License_School Name, City
 - Upload to your school's portal or attach to an email
 - Not Applicable

- Save your **DHS report** as a PDF
 - Use this file name: 2024 DHS Report_School Name, City
 - Upload to your school's portal or attach to an email
 - Not Applicable

- Save your **response to the report** as a PDF
 - Use this file name: 2024 DHS Response_School Name, City
 - Upload to your school's portal or attach to an email
 - Not Applicable

- By checking this box, I hereby declare that the information provided in this Annual Progress Report is an accurate representation of the school improvement and progress achieved during the 2023-24 academic year. I verify that all required documentation is on file in the school and available for review by appropriate authorities.*

Name: Lori Rangaard

Title: Principal

DUE DATE: June 15, 2024

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